



Office of the Panchayat Samiti, Jajpur Jajpur – 755001
Email Id – ori-bjajpur@nic.in

REQUEST FOR PROPOSAL (RFP)

For

**Procurement of complete setup of tableware making machine using rice bran/husk/straw
along with specified multi dyes for production of sustainable & bio-degradable products**

**Bid Processing Fee (Non-Refundable): Rs.2,000/-
(Rupees Two thousand only)**

TABLE OF CONTENTS

Sl. No.	Content	Page No.
1	Disclaimer and Confidentiality	3-4
2	Data Sheet	5-6
3	Section: 1- Letter of Invitation	7-9
4	Section: 2 – Information to the Bidder	10-20
5	Section: 3 – Terms of Reference (ToR)	21-24
6	Section: 4– Technical Proposal Submission Forms	25-36
7	Section: 5– Financial Proposal Submission Forms	37-41
8	Section: 6– Bid Submission Check List	42-46

Disclaimer and Confidentiality

This RFP Document has been prepared by **Block Development Officer, Jajpur**, Jajpur District, Odisha solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client.

The information contained in this RFP document (the “**RFP**”) or subsequently provided to Bidder(s)/Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by “**CLIENT**” to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by “**CLIENT**” or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for “**CLIENT**”, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexures/attachments/ amendments and obtain independent advice from appropriate sources. “**CLIENT**” and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder/s is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to “**CLIENT**” by third parties have not been independently verified by “**CLIENT**”. Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. “**CLIENT**”, its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or

expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

“**CLIENT**” accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. “**CLIENT**”, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

“**CLIENT**” also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

“**CLIENT**” may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. “**CLIENT**” may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

“**CLIENT**” reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that “**CLIENT**” is bound to select service provider or to appoint the successful service provider, as the case may be. “**CLIENT**” reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by “**CLIENT**” or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and “**CLIENT**” shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

DATA SHEET

Sl. No.	Particular	Details
1	Name of the Client	Block Development Officer, Jajpur , Jajpur District
2	Method of Selection & Proposal Validity	Least Cost Based Selection(LCBS) (Two Cover System)
3	Date of Issue of RFP	13.05.2022
4	Proposal Due Date	31.05.2022 (11.00hrs)
5	Date of opening of Technical Proposal	1.06.2022 (10.00hrs)
6	Date of opening of Financial Proposal	01.06.2022 (12.00hrs)
7	Expected Date of Commencement of Project	Will be intimated later
8	For clarification	The Name, Address, of the Nodal Officer is: Office of the Panchayat Samiti, Jajpur, Jajpur – 755001
9	Bid Processing Fee (Non-Refundable)	Rs.2,000/- (Rupees Two Thousand only) remitted through demand draft drawn in favour of Block Development Officer, Jajpur , and payable at Jajpur town
10	Earnest Money Deposit (EMD) (Refundable)	1% of the quoted value in shape of TDR/FD/Postal deposit duly pledged in favour of Block Development Officer, Jajpur from any nationalized scheduled bank/Post office.
11	Contact Person	Office of the Panchayat Samiti, Jajpur , Jajpur District-755001, Odisha. Email Id : ori-bjajpur@nic.in
12	Address for Hard Copy Submission of Technical Proposal	Office of the Panchayat Samiti, Jajpur , Jajpur District-755001, Odisha. Email Id : ori-bjajpur@nic.in Mode of Submission: Speed Post / Registered Post (India post) only to the address as specified above during the office hour only and per schedule mentioned above.
13	Place of Opening of Proposal:	Office of the Panchayat Samiti, Jajpur , Jajpur District-755001, Odisha. Email Id : ori-bjajpur@nic.in

RFP can be downloaded from: <https://jajpur.nic.in>

SECTION – 1

LETTER OF INVITATION



Office of the Panchayat Samiti, Jajpur

Jajpur – 755001

Email Id – ori-bjajpur@nic.in

RFP No..... Dt.....

REQUEST FOR PROPOSAL (RFP)

For

Procurement of complete setup of tableware making machine using rice bran/husk/straw along with specified multi dyes for production of sustainable & bio-degradable products of Jajpur Block in the District of Jajpur, Odisha

1. Bidders are called upon to submit their RFP proposals (hard copy) in respect of the Project **“Procurement of complete setup of tableware making machine using rice bran/husk/straw along with specified multi dyes for production of sustainable & bio-degradable products for sustainability & income generation activities to SHG/PG under Panasa GP of Jajpur Block in the District of Jajpur, Odisha”**, in accordance with the formats, terms and conditions of the RFP and on the basis of National Competitive bidding for the work detailed in the table given below. More details on the proposed details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The RFP will be available for download, free of cost, at <https://jajpur.nic.in>. All Bidders must submit a sum of Rs.2,000/- (Rupees Two thousand only) towards the cost of the RFP Document in the form of Demand Draft only. This is inclusive of GST and Rs. 20,000 (Rupees Twenty Thousand Rupees) as Bid Security in the form of Term Deposit Receipt (TDR)/F.D/Postal deposit issued by any Nationalized or Scheduled Bank having branch at Jajpur town duly pledged in favour of **“Block Development Officer, Jajpur”** along with their Proposal as per the conditions outlined in this RFP.
3. A bidder / vendor will be selected under **Least Cost Based Selection (LCBS)** procedure as prescribed in the RFP Document
4. The proposal completes in all respect as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD failing which the bid will be rejected.
5. The complete RFP document can be viewed/downloaded from district portal of Jajpur **<https://jaipur.nic.in>** from **13.05.2022** (11.00 Hrs. IST) to **31.05.2022** (17.00 Hrs. IST).
6. The last date and time for submission of proposal complete in all respects is 31.05.2022 (11.00hrs) the date of Opening of the Technical Proposal is Dt.1.06.2022 10.00 hrs.in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (Sl. No.15). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

- a. Letter of Invitation [**Section – 1**]
- b. Information to the Bidder [**Section – 2**]
- c. Terms of Reference [**Section – 3**]
- d. Technical Proposal Submission Forms [**Section – 4**]
- e. Financial Proposal Submission Forms [**Section –5**]
- f. Annexure [**Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant project related material needs to be provided**]

While all information/data given in the RFP are reasonable within the consideration of scope of the proposed project to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder / consultant to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Interested bidders may download the Request for Proposal Documents (the "RFP" document) from the above website to see further details for participation in the online bidding.

Name & Address of the Officer Inviting RFP:

Office of the Panchayat Samiti, Jajpur, Jajpur District-755001, Odisha.

[Email Id : ori-bjajpur@nic.in](mailto:ori-bjajpur@nic.in)


**Block Development Officer,
Jajpur**

SECTION – 2

INFORMATION TO THE BIDDER

Pre-Qualification Criteria:

Before opening and evaluation of the financial proposal, each bidder / vendor will be assessed based on the following Prequalification Criteria- Cum-Technical Bid. The bidder / vendor required to produce the copies of the required supportive documents /information as part of their technical proposal failing which the proposals will be rejected.

Sl. No	Eligibility Criteria	Supportive Documents
1	Bidder /vendor must be a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.	Certificate of Incorporation/ Partnership deed/ Service Tax Registration
2	Bidder/vendor should have a registered office with legal presence in India and have valid PAN, GST number as applicable	Supporting documents should be attached
3	Bidder/vendor should possess sound knowledge and technical know-how about the installation of complete set-up of Bio-degradable Tableware Machine.	Copies of Work Order / Contract Document / Completion Certificate from the previous Clients
4	The Bidder/vendor should have average financial turnover of at least Rs. 50 Lakhs from machine business only during the last 3(Three) Financial Years. The bidder should have positive net worth during the last 3 Financial Years.	Financial Details of the bidder (TECH - 3) along with copies of the audited balance sheet and Income& Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder/ vendor
5	Bidder/vendor should have ISO/ISI certification as applicable	Supporting documents should be attached
6	Bidder/vendor shall furnish an alternative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreement, engagements or affiliation with	Self- Declaration from the bidder as per the format (TECH -6)
7	Bidder/vendor should provide the following services : a. Sharing of Binding/ adhesive formula for making of products using Rice Husk/Bran/Straw b. Capacity building of beneficiaries c. Installation of complete set-up of machine d. After sales services (repair & maintenance)	Provide the details as per the format (TECH-7)

Technical Specification Criteria:

Sl. No.	Required Machine & other Equipment	Specification	Quantity Required
1	Food Packaging Box Molding Machine	Food Packaging Box Capacity- 500ml, Box Shape- Rectangle, Dye Cavity- 4 Box & 4 Lid, Box should be air tight, Motor- 5 HP 3 phase with 30l Hydraulic power pack/ 500 ml Food packaging box injection molding	1
2	Plate Molding Machine	Plate Size- 8 inch, Plate Shape- Square, Dye Cavity- 4 Plate, Motor- 5 HP 3 phase with 30l Hydraulic power pack/ 8 inch square plate injection molding	1
3	Round Plate Dye	Plate Size- 10 inch, Plate Shape- Round, Dye Cavity- 3 Plate, Section in single plate- 3 (1 large & 2 Small)	1
4	Spoon, Fork & Knife Dye	Size- 5-6 inch each, Dye Cavity- 24 (Spoon-8, Fork- 8 & Knife- 8)	1
5	Round Box Dye	Round Box Capacity- 700ml, Box Shape- Round Long, Dye Cavity- 4 Box & 4 Lid, Box should be air tight	1
6	Mixing Machine	Large Sharp blade with 1 HP motor, Stainless Steel Machine & Blade, Wet Grinder	1
7	Buffing Machine	1 HP buffing motor with 1 buffing wheel/2 buffing wheel.	1
8	Air Compressor	Capacity- 30 liter, Double Piston, Motor- 2 HP	1

Note: - Warranty period of the supplied products shall be 3 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods

2. **Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:** The bidder / vendor have to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN/TAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copy of the latest GST clearance certificate.
- Copy of ISO/ISI.
- Copies of IT Return for the last **3 (Three)** Assessment Years 2017-18,2018-19 & 2019-20
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (**TECH – 4**) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- Self-Declaration regarding Conflict of Interest (**TECH - 6**)
- Duly filled in Technical Proposal Form **TECH – 7- 8.**

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

3. **Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.2,000/- (Rupees Two Thousand Only)** Remitting as shown in the **Data Sheet**.

4. **Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **1% of the quoted value** Remitting **as shown in the Data Sheet**.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarifications to the Client
 - agrees to the decisions of the contract negotiation meeting

- sign the contract within the prescribed time period
- Furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. **Proposal Queries**

For queries in respect of the RFP and other details if any, contact The **Office of the Panchayat Samiti, Jajpur Jajpur – 755001, email- ori-bjajpur@nic.in.**

7. **Preparation & Submission of Proposal:**

7.1 **PREPARATION OF PROPOSAL**

You are requested to submit your proposal **through speed post/Registered post/ Courier as per the information provided in the datasheet** in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3, 4, & 6 for Part-1 and refer Section:5 for Part-2) in 2 separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal and
Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

7.2 **The procedure for submission of the proposal is described below:**

i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, & 6) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as **“Technical Proposal - <Proposed Project Name>”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

- ii) **Financial Proposal:**
 - The Bidder shall quote his rates on prescribed form of the Bill of Quantities (BoQ) already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in PDF format in second packet of **Cover-2**.
 - The rate offered to remain fixed for the whole contract period or for the extended agreed period.
 - The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
 - Bidder shall express the price of their services in the Local currency (Indian Rupees).
- iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. **Opening of the Proposal :**

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point nos.7.2 (i) on **31.05.2022 at 11.00 hrs. Indian Standard Time** will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL** 7.2. (ii) only of the **technically qualified bidders** will be opened on 01.06.2022 at 10.00 hrs after completion of technical evaluation stage.

9. **Evaluation of Proposal:**

A Two stage evaluation process will be conducted as explained below for evaluation of the proposals:

- TECHNICAL EVALUATION:** Technical proposal will be opened and evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.

- ✓ Receipt of Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- ✓ Copy of Certificate of Incorporation/ Registration.
- ✓ Copy of PAN.
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copy of the latest GST clearance certificate.
- ✓ Copy of ISO/ISI.
- ✓ Copies of IT Return for the last **3** assessment years
- ✓ General Details of the Bidder (**TECH – 2**).
- ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- ✓ List of completed project of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- ✓ Self-Declaration on Conflict of Interest (**TECH - 6**).
- ✓ Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past.
- ✓ Duly filled in Technical Proposal Form **TECH – 7- 8**.
- ✓ All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

**** Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.***

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum- Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders who qualify all Prequalification & Technical criteria, are eligible for Financial Bid

FINANCIAL EVALUATION: The financial proposals of the bidders qualifying the Technical Evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. Evaluation Process :

Least Cost Selection method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, who submits the lowest financial price bid shall be adjudged as the **L1 bidder** and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a Tie of the bid price for L1, both the bidders shall be called for further negotiation, then whose ever price becomes L1 will be awarded the contract.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The Tender Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the vendor including overhead expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

11. Performance Bank Guarantee: (PBG)

Within 7 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the Contract Value** from a scheduled commercial bank situated in Jajpur Town in favour of “**Block Development Officer, Jajpur, Jajpur**”, as per the format at Annexure-II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 24 (Twenty Four months)** as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the project. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **24 (Twenty Four) Months** from the date of effectiveness of the contract and will be extended on mutual consent.

14. Conflict of Interest :

Conflict of interest exists in the event of:

- (i) Conflicting project, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure :

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as

a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. **Anti-corruption Measure :**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. **Language of Proposals :**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. **Cost of bidding :**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed

19. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Jajpur Odisha.

20. **Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. **Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the project except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. **Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website <https://jajpur.nic.in>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

23. **Client's right to accept any proposal, and to reject any or all proposal/s:**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. **Copyright, Patents and Other Proprietary Rights:**

Block Development Officer, Jajpur, Jajpur – 755001, Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. **Force Majeure :**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

26. **Settlement of Dispute:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **Block Development Officer, Jajpur, Jajpur – 755001, Odisha**. The arbitration proceeding shall be held in **Jajpur, Odisha**.

27. **Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the project.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

SECTION: 3

TERMS OF REFERENCE (ToR)

Introduction (Background)

1. Purpose / Objectives of the Project

BACKGROUND

DISTRICT COLLECTORATE

Jajpur is located at 20.85°N 86.33°E and has an average elevation of 8 metres (26 ft). The climate of Jajpur District is normal as per Indian standards. All the seasons arrive in the District at their usual time. The District's average height from the sea level is 331 m and its average rain fall is 1014.5 mm. The average maximum and minimum temperatures are 40 degree C and 10 degree C respectively. Overall, the climate of the District is neither hotter nor cooler. The summer season is from March to June when the climate is hot and humid. Thunderstorms are common at the height of the summer. The monsoon months are from July to October when the town receives most of its rainfall from the South West Monsoon. The annual rainfall is around 1014.5 mm. The winter season from November to February is characterized by mild temperatures and occasional showers.

PANASA GP NEAR JAJPUR TOWN

Jajpur town is situated at a distance of 120 Kms away from state capital. The National Highway No.5 is connected from Panikoili at a distance of 20 Km. The town is located at 86° – 20' East and 20° -15' North. Jajpur town is the district head quarter of Jajpur district. A perennial river Baitarani is flowing in the Eastern side of Jajpur Municipality and Panasa GP is very adjacent to Jajpur Municipality. There 08 nos of villages covers in Panasa GP of population census -2011 is 2729. In 2021 the population may be 3500 nos.

ABOUT

BIODEGRADABLE TABLEWARE USING RICE HUSK/BRAN/STRAW

Biodegradable cutlery has emerged as a much better alternative to plastics across the world and Indians are early adopters of biodegradable products. all types of plant biomass material like bagasse, rice husk, coconut coir etc. are being utilized for producing eco-friendly cutlery, tableware and packaging products that would see a surge in usage within the coming decade. Rice bran may be a surprisingly strong material which will withstand significant wear and tear and features a long life. Rice bran tableware is one among the foremost durable varieties of biodegradable cutlery which will withstand temperatures of more than 100°C without getting damaged. This reusable tableware features a smooth glossy covering that's 100% natural and derived from the wax present in rice husks

OBJECTIVE

The Broder objective of the project are:-

- To provide technical assistant to women self help group (WSHG) in establishing a robust support system to make sustainable & biodegradable tableware using rice husk/bran/straw to stop the post-harvest losses in rice field.
- To build the capacity of WSHG to manage the biodegradable tableware unit as a livelihood enhancement activity for income generation by transforming rice by-produce waste into sustainable products.

2. **SCOPE OF WORK**

The broad scope of this project to be undertaken by the Bidder for Design, Supply, Installation, Commissioning and Setup up of biodegradable tableware making machine using rice bran/husk/straw along with specified multi dyes and Maintenance of machine & its set-up for 3 years at Panasa GP, Jajpur block, Jajpur District, Odisha is as specified below.

- 2.1 The bidder will submit list of Manpower and Project Manager who will involve in this project during execution period.
- 2.2 The bidder will visit Project Site /Panasa GP for installation of biodegradable tableware making machine unit and prepare the action plan with the approval from block & district representative. The Bidder will install biodegradable tableware making machine unit as per locations marked & identified by Block & District officials.
- 2.3 The bidder shall be responsible for supply & installation of biodegradable tableware making machine unit (including all the specified machineries & its other equipment) in Panasa GP, Jajpur block, Jajpur district.
- 2.4 The bidder will provide one technical manpower for installation of biodegradable tableware making machine unit & one skilled manpower for capacity building of women self-help group to operate the machine with proper technical knowledge & making a final mixture of biodegradable products using rice husk, rice bran & rice straw. The number of manpower will be change as per the requirement of the project.
- 2.5 The bidder will deploy one technical manpower for repair and maintenance of machine for 3 years as and when required.
- 2.6 The bidder will provide different cavity dye as per requirement mentioned in technical specification of the RPF. Client may change the specification of dye at the time of placing the work order.
- 2.7 The bidder will provide the formula of adhesive material used for making of biodegradable products using rice husk, rice bran & rice straw.
- 2.8 The bidder will provide handholding support for expansion plan of biodegradable tableware making machine unit.

3. **Timelines, stages of deliverables and content of each deliverable.**

Deliverables vis-a-vis time frame

Deliverables	Description of Items/Deliverables	Corresponding time frame (Monthly/Weekly)
D1	Manufacturing of machines & its components as per the specification	1 – 1.5 Months
D2	Supplying of machines & its components to final location	1 Week
D3	Installation of complete set-up of biodegradable tableware manufacturing unit	1 Week
D4	Capacity Building of WSHG to transfer of technical knowledge & preparation of final mixture	1 Week

4. Expected schedule for completing the project. If an project consists of more than one activity, the target period / date for completing each activity can also be specified. The same may be defined by the CLIENT.

5. **Payment Terms and Schedule in a tabular form**

The Payment will be made as per the following table:

Sl. No.	Payment Terms	Schedule	Deliverables	Disbursement Schedule
1	Supply & Installation of complete set-up of biodegradable tableware manufacturing unit	Within 1 Week of complete Set-up	D1 , D2 & D3	80% (Eighty Percent) of the Total Fees quoted. Upon installation of Complete set up in the field.
2	Capacity Building of WSHG to transfer of technical knowledge & preparation of final mixture	Within 1 Week of completion of training	D4	20 % (Twenty Percent) of the Total Fees quoted. Upon completion of capacity building of WSHG

Section - 4

Technical Proposal Submission Forms

TECH -1

COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

The Block Development Officer, Jajpur, Jajpur – 755001

Subject: Procurement of complete setup of tableware making machine using rice bran/husk/straw along with specified multi dyes for production of sustainable & bio-degradable products for sustainability & income generation activities to SHG/PG under Panasa GP of Jajpur Block in the District of Jajpur, Odisha

Dear Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH-2**Bidder's Organization (General Details)**

Sl. No.	Description	Full Details
1	Name of the Bidder / Vendor	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD / No. : Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO/ISI number	
11	Willing to carry out project as per the scope of work of the RFP	YES
12	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Average
Turnover (in Rs.)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY
(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification/ Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed project only of similar nature in any sector during last <5> years)**

Sl. no.	Period	Name of the project with details thereof	Name of the Client	*Contract Value (in INR) And Duration in Month	Date of Award / Commencement of project	Date of Completion of project	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION
THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:

TECH-7

DESCRIPTION OF PLANNING TO UNDERTAKE THE PROJECT

A. Field Inspection and Installation Plan of Complete set-up of Biodegradable tableware making unit:

The bidder should provide the action plan on the following:-

- a. Points suggested during inspection of location,
- b. Recommended parameters to be covered for installation of complete set-up.

B. Sharing of Binding/ adhesive formula for making of products using Rice Husk/Bran/Straw:

C. Capacity Building Plan:

The bidder should propose the capacity building plan for Women Self Help Group to operate the machine with proper technical knowledge & making a final mixture of biodegradable products using rice husk, rice bran & rice straw

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<The bidder may be asked to submit the required information within a certain number of pages, with font specified>>

TECH - 8

Technical Requirement

Sl. No.	Required Machine & other Equipment	Specification	Compliance (Y/N)
1	Food Packaging Box Molding Machine	Food Packaging Box Capacity- 500ml, Box Shape- Rectangle, Dye Cavity- 4 Box & 4 Lid, Box should be air tight, Motor- 5 HP 3 phase with 30l Hydraulic power pack/ 500 ml Food packaging box injection molding	
2	Plate Molding Machine	Plate Size- 8 inch, Plate Shape- Square, Dye Cavity- 4 Plate, Motor- 5 HP 3 phase with 30l Hydraulic power pack/ 8 inch square plate injection molding	
3	Round Plate Dye	Plate Size- 10 inch, Plate Shape- Round, Dye Cavity- 3 Plate, Section in single plate- 3 (1 large & 2 Small)	
4	Spoon, Fork & Knife Dye	Size- 5-6 inch each, Dye Cavity- 24 (Spoon-8, Fork- 8 & Knife- 8)	
5	Round Box Dye	Round Box Capacity- 700ml, Box Shape- Round Long, Dye Cavity- 4 Box & 4 Lid, Box should be air tight	
6	Mixing Machine	Large Sharp blade with 1 HP motor, Stainless Steel Machine & Blade, Wet Grinder	
7	Buffing Machine	1 HP buffing motor with 1 buffing wheel/2 buffing wheel.	
8	Air Compressor	Capacity- 30 liter, Double Piston, Motor- 2 HP	
9	Warranty period of the supplied products shall be 3 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods		

Instructions for filling up Compliance Matrix for Technical Requirement

The Technical compliance sheet provides a detailed list of identified requirements and specifications. The bidder should indicate against the requirement in the compliance column the following codes (as detailed in the following Table 1 – Degree of Compliance) to indicate the extent to which their proposals comply with the requirements. Bidder should also fill the details of proposed hardware and provide the necessary information.

Table 1: Degree of compliance

Response Code	Description
Y	Proposed product complies with the specification mentioned
N	Proposed product does not comply with the specification mentioned

General Guidelines for filling Compliance Matrix

1. Any compliance response other than “Y” will be deemed to have been answered with “N” response.
2. Reference to detailed explanations should be specified with the document number, the particular section and the page number of the response document.

The offered product within the scope of this RFP may have some features not contained in the above matrices. Bidder may provide these details separately. These will not be part of above evaluation criteria

Section 5

Financial Proposal Submission Forms

The bidder shall submit the FIN-1, FIN-2, FIN-3 & FIN-4 in PDF format along with the Financial bid through.

Please note that the technical bid containing financial information shall be treated as Non-Responsive.

**FIN – 1
COVERING LETTER
(In Bidder’s Letter Head)**

[Location, Date]

To

The Block Development Officer, Jajpur, Jajpur – 755001

Subject: Financial Quote - Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list limited to <Nos>project of similar undertaken during the last <Nos> Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Sir

I, the undersigned, offer to provide the complete setup of machines & services for *[Insert title of project]* in accordance with your Request for Proposal No. _____, Dated: _____ . Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures*]*.

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **<Nos.> days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in Fin-2.*

FIN - 2

SUMMARY OF FINANCIAL PROPOSAL

Name of the Project :				
Sl. No.	Fee Particulars	Amount in INR		
A	Cost of the items			
	Description	Qty	Unit Rate	Total
A 1	Food Packaging Box Molding Machine	1		
A 2	Plate Molding Machine	1		
A 3	Round Plate Dye	1		
A 4	Spoon, Fork & Knife Dye	1		
A5	Round Box Dye	1		
A6	Mixing Machine	1		
A7	Buffing Machine	1		
A8	Air Compressor	1		
B	Sub Total			
C	Overhead expenses			
D	Total Amount (B+C)			
E	Taxes applicable as per GST Act @ % of Manufacturing fee (D)			
Grand Total (INR) (D + E)				
In Words				

- *Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.*
- *Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Total fee proposed for the project shall remain fixed till completion of the contract.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

EIN - 3

BREAKDOWN OF OVERHEAD EXPENSES

Sl. No.	Description	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
Grand Total in INR					
In Words					

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date& Seal: _____

EIN – 4

MACHINERY REQUIREMENT WITH 3 YEAR WARRANTY SUPPORT

Sl. No	Description	Qty Required	Proposed Specification	Proposed Model No. with part code	Unit Price (In Rs.)	Total Price (In Rs.) Including all taxes	Remarks, if any
1	Food Packaging Box Molding Machine	1					
2	Plate Molding Machine	1					
3	Round Plate Dye	1					
4	Spoon, Fork & Knife Dye	1					
5	Round Box Dye	1					
6	Mixing Machine	1					
7	Buffing Machine	1					
8	Air Compressor	1					
9	Any other accessories required						
10	Support Cost						
Total Cost (In Rs.)							

Comments, if any:

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: _____

SECTION 6

BID SUBMISSION CHECK LIST

CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____/- in form to DD		
4	Rs. _____/- in shape of Demand Draft		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last <Nos> AYs (to be decided accordingly)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed project of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective project		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
16	Description of Planning (TECH - 7)		
17	Technical Specification requirement (TECH – 8)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			

1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		
3	BREAKDOWN OF OVERHEAD EXPENSES (FIN-3)		
4	Machinery requirement with 3 year warranty support (FIN-4)		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,

The Block Development Officer, Jajpur, Jajpur – 755001

WHEREAS _____ (Name and address of the Vendor) (hereinafter called “the Vendor”) has undertaken, in pursuance of RFP No _____ dated _____ to undertake the service _____ (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by _____ (Name of the Client) in the said contract that the Vendor shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Vendor, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the vendor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the vendor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the vendor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the __day of _____, <Year>

Our branch at Jajpur (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Jajpur branch a written claim or demand and received by us at our Jajpur Town branch on or before Dt. _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....(Signature of the authorized officer of the Bank)
..... Name and designation of the officer
.....Seal, name & address of the Bank &
Branch

<<Any Other project related Material may also be included in the Annexure for the bidder>>